

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 25 MAY 1977	JOB NO.
DATE APPROVED NC	1-362-77-3
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3503a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-16-77 Date	James B. Shrade Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

ACTION

2. MAJOR SUBDIVISION

Administration & Finance

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Joe Manno or Marilyn Taylor

5. TEL. EXT.

254-8103

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 3 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

5/24/77
(Date)

John F. Nolan, Director, Administrative Services Division

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Applicant Medical Case File Case files are arranged alphabetically by applicant's name. Documentation contains correspondence, application, forms and other records regarding medical information including a physical examination and eyeglass prescription.	NC174-189 Item 104	
	a. Destroy rejected applicants files after 1 year. b. Destroy records of trainees who do not become volunteers after two years. c. Acceptable applicants files will become a part of the volunteers official medical record.		
2.	Domestic Volunteer Applicant Psychiatric Report System The records in this system consist of histories of psychiatric or psychological treatment of any person who has applied as a volunteer in an ACTION domestic program, who reports, or is reported by a physician or counselor, to have a history of psychiatric treatment. They are arranged alphabetically by applicant name.		

Sent to agency NCR, NNF-9/20/77

8 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>a. Destroy records of applicants who do not become volunteers at the end of one year by shredding or burning.</p> <p>b. Records of applicants who do become volunteers will become a part of the volunteer official medical record.</p> <p>Domestic Volunteer Medical File and Medical Claims</p> <p>These are medical case history files maintained on any person applying as a volunteer in a domestic ACTION program and subsequently accepted as a volunteer.</p> <p>The records maintained may contain the following information: 1) medical history, medical examination and medical release forms; 2) medical claims submitted by volunteer for processing and correspondence.</p> <p>Files are maintained in the regional offices during service. Semiannually the regional offices will send the medical record of the volunteers who terminated in the previous six months to AF/HS.</p> <p>AF/HS will retain the records for one year and retire to REC. REC NCW. NCW will hold 6 years & destroy.</p>		
4.	<p>ACTION Employees Occupational Injury and Illness Reports</p> <p>These files consist of reports of occupational injuries and illnesses and medical reports on ACTION staff employees who have had job-related injuries or illness. They are arranged alphabetically by name. The records are maintained in order to provide data required by the following agency: Occupational Safety and Health Administration, Department of Labor.</p> <p>AF/HS will destroy reports, ^{in house} after 5 years.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p>ACTION Full-Time Domestic Volunteers Federal Employees Compensation Claims</p> <p>These files are arranged alphabetically by name of claimant. They consist of claims, correspondence and medical reports of all ACTION full-time domestic volunteers who file compensation claims under the Federal Employees' Compensation Act due to job-related injury or illness. Included are such records as D/Labor form CA4, Claim for Compensation, D/Labor Forms CA 1 & CA 2, Notice of Traumatic Injury and Notice of Occupational Injury.</p> <p>AF/HS will hold for 10 years after filing of claim & retire to PRE. PRE will hold 5 years and destroy. <i>NCW.</i> <i>NCW</i></p>		